

Good Afternoon Ms. Best:

This is in reference to your GSA Freedom of Information Act Request: GSA-2019-001091 , in which you requested the following:

"To Whom It May Concern: Pursuant to the Freedom of Information Act, I hereby request the following records: I seek any and all documents in the agency's possession that pertain to the WikiLeaks website or organization from January 2006 to the present date, including but not limited to emails, memos, notes, briefings, reports and other documents related to, mentioning or generated as a result of: \* guidance and instructions for employees regarding visiting the website or otherwise reading or learning about it in the news \* internal reactions to the website's existence and disclosures \* damage reports regarding the website and its disclosures \* efforts to identify, investigate and/or mitigate potential leaks to the website \* efforts to identify, investigate and/or mitigate potential unauthorized viewing of the website or news reports analyzing it and/or its contents The requested documents will be made available to the general public, and this request is not being made for commercial purposes. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires. Sincerely, Emma Best."

After careful review of your request, we have determined that your request is too broad in scope and does not specifically identify the records which you are seeking. The parameter of your request is broad to the point that any search conducted using them may result in thousands of potentially responsive documents.

The Freedom of Information Act (FOIA) provides authority to Federal Agencies to release documents that are specifically identified by the requester. It does not require an Agency to do an all-encompassing search of all records in order to respond to requests, create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify records.

The Office managing your FOIA needs additional information in order to proceed with your FOIA. Please describe the record you are seeking with as much information as possible to ensure that our search can locate them with a reasonable amount of effort. Whenever possible, a request should include specific information about each records sought, such as the date, title or name, author, recipients, and subject matter of the records, if you know, or the GSA component or office you believe created and/or controls the record.

Please note, per Records Management policy, GSA only maintains records for 6 years.

The below Template should assist you in submitting the Data Pull that is required for your FOIA Request; please be as specific and as narrow as possible, keeping in mind that GSA is a centralized federal government agency:

1. Keywords: This would be the name of the Individual/Title / Subject we are Searching-  
i.e. First Name, Last name, Title, Subject
2. GSA component or office you believe created and/or controls the record.  
i.e. Office of Congressional and Intergovernmental Affairs (OCIA).
3. Timeframe: Insert specific Date Range (from &to)

4. Mailboxes: Insert specific email addresses (include "@" symbol). These are the Mailboxes that the Information will be searched & retrieved.  
i.e First Name.Last Name@Company/Govt Email Address

Additionally, there may be FOIA Fees to search and review the information retrieved from your email data pull request since email data pulls will oftentimes retrieve thousands of pages. We will have more Information for you once the data pull as been conducted.

If we do not receive an amended request from you within 10 business days from the date of this letter June 12, 2019, we will assume you are no longer interested in the FOIA request and will consider your request withdrawn. Please be advised that this action is not a denial of your request and will not preclude you from filing other request in the future.

Please be advised, our Office is available to discuss this FOIA request with you in more detail. Should you need to contact our office again about this matter, please reach us at our Toll Free number (855)-675-3642 and kindly reference **FOIA Request number GSA-2019-001091** you respond.

If you have any concerns regarding the FOIA Requester Service Center, please contact Ms. Audrey Corbett Brooks, Public FOIA Liaison Officer at (202) 501-3094 or by email at [audrey.brooks@gsa.gov](mailto:audrey.brooks@gsa.gov).

Thank you in advance for your assistance.

Respectfully,

GSA FOIA Requester Service Center  
Washington DC Headquarter Office